

Yettington Village Hall

Special COVID-19 Conditions of Hire

Issue date: 1 January 2023

Note: This condition is supplemental to, not a replacement for, Yettington Village Hall's ordinary conditions of hire, which follow this section.

You, the hirer, will be responsible for ensuring those attending your activity or event comply with any government guidelines in place at the time.

Yettington Village Hall

Terms and Conditions of Hire

1. The Hirer must be 18 years old or over.
2. All events must cease at 11pm, except for New Year's Eve, when events must cease at 1:00 am.
3. Hall hire includes use of the external grounds.
4. Payment for the hire of Yettington Village Hall must be received before the event by direct payment to Lloyds Bank, account name: Bicton Parish Recreation Room, account No: 00501573; sort code: 30-94-36, adding your name as the reference. Alternatively, payment may be made by cheque made out to Bicton Parish Recreation Room and sent to the Booking Secretary, Sandycross Farmhouse, Yettington, Budleigh Salterton, EX9 7BW.
5. Twenty-eight clear days notification should be given in the event of cancellation otherwise the payment will be forfeited.
6. Access to the Hall can be gained via a key safe to the left of the front door; the code will be issued to you during the week prior to your event. Please check with the Booking Secretary on hallhire@yettingtonhall.co.uk
7. Yettington Village Hall does not hold a Premises Licence, however the hirer can apply for TEMPORARY EVENTS NOTICE (TEN) from the EAST DEVON DISTRICT COUNCIL, which permits the provision of all 'Licensable Activities' at all times subject to the following conditions: • All doors and windows must be closed whilst internal amplified music is played and the volume of such music must be controlled so as not to cause undue annoyance to nearby residents (this applies particularly after 10:00 pm) • External amplified music must not be played between 11pm and 9am daily.
8. The Hirer shall take all necessary steps to ensure that all persons using Yettington Village Hall conduct themselves in such a way so as not to cause a nuisance to other persons or residents and that, if arriving by car, due consideration is given to neighbouring residents.

9. Vehicles and their contents are left in the car park area entirely at the owner's risk.
10. The maximum number of people using the Hall during the period of hire must not exceed 50 people.
11. No Smoking is permitted within any area of Yettington Village Hall. Smoking is permitted in the grounds for which a cigarette bin is provided by the front door in order that cigarettes can be extinguished safely. The Hirer is responsible for ensuring that no lighted cigarettes remain.
12. No dogs, except guide dogs, are allowed on the premises without express permission.
13. Real Flame must not be used on the premises. This includes the use of night-lights, candles, sparklers or any similar form of illumination.
14. Suitable arrangements must be made by the Hirer, for the evacuation from the building, should the need arise, of all disabled users of the Hall. Sufficient assistance from able-bodied individuals must be provided.
15. The Hirer accepts that the information sheet provided by the Village Hall Trustees, entitled 'Public Safety' forms part of the Terms and Conditions of Hire.
16. No nails or drawing pins etc shall be used to affix posters or decorations to walls, doors, etc. No adhesive tape or glue is to be used on the external corrugated cladding. Blu-Tac is acceptable but all traces should be removed immediately before the end of hiring.
17. The Hirer is responsible for leaving Yettington Village Hall in the same state of order and cleanliness as they find it. Should it be necessary to have the Hall cleaned, the Hirer shall reimburse the Village Hall Trustees on demand, any charges incurred. All rubbish to be collected and taken away from the Hall by the Hirer.
18. The Hirer shall reimburse the Village Hall Trustees on demand, the cost of making good any damage to Yettington Village Hall or its contents and equipment (however arising). Any damage should be reported to **hallhire@yettingtonhall.co.uk** as soon as possible and noted in the file kept in the kitchen.
19. At the end of the hire period, the Exit Checklist to leave the Hall as found should be followed. Failure to adhere to this checklist may result in an additional charge being levied.
20. The Trustees of Yettington Village Hall reserve the right to refuse any booking.
21. Yettington Village Hall Trustees do not accept responsibility for any loss, damage or theft of personal belongings howsoever caused.
22. If through circumstances beyond control (eg general election, civil emergency, damage to the building) it is necessary to cancel your booking payment will be refunded but the Village Hall will not be liable for any further compensation.

PUBLIC SAFETY

Yettington Village Hall operates in accordance with the Terms and Conditions of its Public Liability Insurance Policy.

The HIRER is DEEMED to be "THE RESPONSIBLE PERSON" for the event, activity or function, who has legal duties with regards to the safety and welfare of those persons assisting or attending during the period of hire.

As The Responsible Person you are to ENSURE that the following procedures are adhered to:-

1. No Smoking is permitted inside Yettington Village Hall and its annex.
2. Fire exits must be kept clear and unobstructed at all times. Every Fire exit must be capable of being opened at all times.
3. Fire Doors must not be secured open.
4. Real Flame must not be used on the premises. This includes the use of night-lights, candles, sparklers or any similar form of illumination.
5. Illuminated 'EXIT' signs must not be extinguished or dimmed.
6. In the **event of a fire**, the Hirer is responsible for evacuating the buildings in accordance with the emergency signs on display. As there are no fire alarms in the buildings a shout policy should be actioned and any person discovering a fire should raise the alarm by **shouting FIRE, FIRE, FIRE** in the affected building first and then in the other building.
7. A roll call is to be taken at the assembly point as directed. Ensure that no-one re-enters the buildings.
8. Devon and Somerset Fire & Rescue Service must be called to any outbreak of fire, however slight. Dial 999 (112) and the Committee must then be informed as soon as is reasonably practical on **hallhire@yettingtonhall.co.uk**
9. The use, breakage or shortage of any of the safety equipment provided must be reported immediately to the Booking Secretary on **hallhire@yettingtonhall.co.uk** who, depending on severity, will decide if the planned event can still take place.
10. No explosive, toxic, hazardous or highly flammable substances including all types of pyrotechnics and balloons filled with flammable gas shall be permitted on the premises.
11. No portable heating appliance shall be permitted on the premises.
12. The use of strobe and laser lighting will only be permitted on the premises, when full details of its use have been presented to and agreed by the Booking Secretary.
13. When minors are present one or more adults must be in attendance at all times. No children under 12 years of age are allowed in the kitchen unless accompanied by an adult.
14. To comply with Food Hygiene Regulations please observe the food safety precautions displayed in the kitchen.

Should a medical emergency arise, a defibrillator is available inside the telephone box in Yettington, which is located in the layby next to Pheasant Cottage, postcode EX9 7BW.

A YouTube instruction video for using the defibrillator can be found at:

<https://youtube/1vrFD3aDAXA>

EXIT CHECK LIST

Rubbish

It is the responsibility of the Hirer to remove all rubbish away from the Hall and its annex. Rubbish bags are available in the kitchen.

Cleaning

Cleaning materials, mop, vacuum cleaner etc, are located in the storage area beyond the kitchen in the annex for your use. Please ensure all floors are clean, if necessary please sweep/vacuum floors and carpets and mats.

Hall

Please ensure: • the floor is swept/vacuumed • All chairs and tables are cleaned and put away carefully where they are stored • the windows and doors are securely closed • the fridge is emptied and clean • all lights are switched off • all rubbish is removed.

Kitchen in annex

Please ensure • anything that has been used is cleaned and returned to the clearly labelled cupboards and all windows are closed • the sink is drained and cleaned • the microwave is cleaned • the work surfaces are clear and clean • all lights are off • all rubbish is removed.

Toilet in annex

Please ensure • the basin is drained and cleaned • the hot water is switched off • all lights are off • all rubbish is removed.

On Leaving the Buildings

Please • turn off entrance lobby lights • ensure all doors are locked • ensure the door key is securely locked in the key safe • remove all rubbish • ensure the Hall and annex are secure.

Please leave the Village Hall clean, tidy and as you found it, ready for the next hirer, thank you.